



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



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TO: Massachusetts Tier II Reporting Entities

FROM: Kurt N. Schwartz
Director, Massachusetts Emergency Management Agency
Chair, Massachusetts State Emergency Response Commission

THROUGH: Massachusetts State Emergency Response Commission

CC: Massachusetts Emergency Planning Committees and Fire Departments

RE: **Tier II Reporting Year 2017: Massachusetts State Emergency Response Commission Reporting Requirements**

DATE: January 3, 2018

Facilities covered by the reporting requirements of the federal Emergency Planning and Community Right-to-Know Act (EPCRA) must submit annual Tier II reports to their Emergency Planning Committee (EPC), and Local Fire Department, and the State Emergency Response Commission (SERC). **Tier II Reports for 2017 must be filed by March 1, 2018.**

The Massachusetts Emergency Management Agency (MEMA) has, per Governor's Executive Memorandum, been designated as the State Emergency Response Commission (SERC) in Massachusetts.

This memorandum is being sent to Massachusetts Tier II reporting entities on behalf of the Massachusetts SERC. **This memorandum is specific to the Massachusetts SERC Tier II reporting requirements for Reporting Year (RY) 2017.**

For Reporting Year 2017, the Massachusetts SERC will require its filers to submit reports via the web-based Tier II Manager System. The SERC will not accept reports developed or submitted via other means.

This only affects how Tier II reports are submitted to the Massachusetts SERC; this does not change any Massachusetts EPC and/or Fire Department reporting requirements.

Filers must contact their respective EPC and Fire Department regarding their reporting requirements.

The fact that you are receiving this memorandum does not necessarily mean you are required to file a Tier II report. It does mean you should determine whether the federal Tier II regulations are applicable to your facility. Please use the reference table below to assist in this determination.

Tier II reporting thresholds:

Extremely hazardous substances (EHS)*	500 pounds (227 kg) or threshold planning quantity, whichever is less.
All other hazardous substances:	10,000 pounds (4,540 kg) for any material that has an SDS
*You may obtain a list of EHS substances on the EPA website here: https://www.epa.gov/epcra/final-rule-extremely-hazardous-substance-list-and-threshold-planning-quantities-emergency	

Use of the Tier II Manager System:

The Tier II Manager System is now ready for 2017 reporting. The URL for the Tier II system is: <https://massachusetts.hazconnect.com>

New filers must first register to use the Tier II Manager System. Registration is a one-time process; if you have already registered you do not need to do so again.

To register, please follow the steps outlined within MEMA's Tier II Manager System: Filer Registration Process memo, which may be found on MEMA's website at: <https://www.mass.gov/service-details/state-emergency-response-commission-serc>. This memo also contains the system requirements needed to use the Tier II Manager System. Once you have successfully registered, you may use the Tier II Manager System.

If you have **lost or forgotten your User Name and/or Password**, you may re-set them via the System's website.

If you have filed a Tier II report with MEMA in a prior year, but do not see this in the System please contact MEMA for assistance.

An updated **User's Guide** (comprised of power point slides and FAQ's) and basic **training video** is available on the Tier II Manager System website. **To access the User's Guide materials**, log-in to the System, click Continue, then click the green '?'

A link to a training video is on the Tier II Manager System's home page. The training video provides an overview on how to access and use the System, including the System's 'export tool'. **MEMA highly recommends that filers review the User's Guide materials and/or training video prior to developing their RY 2017 report.**

To facilitate use of the Tier II Manager System, MEMA provides a ‘**Tier II Submit export tool**’ within the Tier II Manager System. Once a filer completes and submits a report via the Tier II Manager System, the export tool may be used by filers who need to convert their report into a format that is compatible with the EPA’s Tier II Submit software. **Detailed instructions on use of the export tool may be found in the User’s Guide materials and training video.**

If using the Export Tool it is important that you carefully review the exported file (by using the Tier II Submit software’s ‘validation report’ feature) to ensure that it is accurate. In particular, if converting a Tier II Manager file to a Tier II Submit file, you may receive Tier II Submit validation errors for: attachments over 2MB; latitude and longitude coordinates; NAICS codes; or facility contact last name. **If you receive a validation error, you must open the Tier II Submit file and manually correct the information before the file is sent to the EPC and/or FD.**

The converted file may then be submitted – by the filer – to its respective EPC and Fire Department per their reporting requirements.

Massachusetts-Specific Tier II Reporting Fields:

Massachusetts uses state-specific Tier II data fields and guidance on how filers should complete these fields is found within the Tier II Manager System.

Other SERC Tier II Reporting Information:

The following apply to the Massachusetts SERC. **Your EPC and/or Fire Department may have different reporting requirements.**

- Effective January 1, 2018 the U.S. Environmental Protection Agency (EPA) has replaced its five existing hazard categories with the hazard categories found within the revised OSHA Hazard Communication Standard. Additional information about these federal changes may be found on the EPA’s website here: https://www.epa.gov/sites/production/files/2016-06/documents/haz_cats_tech_amend_factsheet_final_06-16-2016.pdf
- If you submit a report via the Tier II Manager System you will receive an automatic reply acknowledging receipt.
- Submitting a report via the Tier II Manager System does NOT fulfill your EPC and Fire Department reporting requirement. Filers must still submit reports to their respective EPC and Fire Department per their respective reporting requirements.
- There is no filing fee for the SERC.
- The SERC does not require submission of SDS’ or facility site plans.
- A list of EPCs in Massachusetts may be found on MEMA’s website here: <https://www.mass.gov/service-details/state-emergency-response-commission-serc>

If you have any questions regarding this memorandum please contact Mayra Quintana (508.820.2041; Mayra.Quintana@state.ma.us); Jeff Timperi (508.820.2019; Jeff.Timperi@state.ma.us); or Paula Krumsiek (508.820.1424; Paula.Krumsiek@state.ma.us).